

MAJOR FUNCTION

This is technical work in the investigation of criminal offenses and related problems. Work is performed under direct supervision and in accordance with established rules and procedures. Assignments are received from a superior officer and are usually specific. Advice and assistance are available in unusual situations. Work is reviewed through accomplishments, inspection, and submitted reports.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Participates in investigations of all types of crimes. Reads and reviews assigned offense reports and evaluates case information for applicable charges and/or prosecution. Collects, identifies, evaluates, and preserves evidence. Participates in surveillance activities. Interviews and interrogates witnesses, suspects, and obtains sworn statements. Verifies information and accuracy of statements. Gathers, prepares, and maintains information and files concerning criminal activities, statistics, and trends. Maintains communication with outside agencies. Examines crime scenes for items of evidentiary value. Obtains and executes arrest and search warrants. Prepares written reports of complaints and investigations. Coordinates and compiles evidence and related items for case preparation. Testifies in court. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required.

Other Important Duties

May conduct staff inspections to ensure compliance with department policies and procedures. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of approved principles and practices of police work. Considerable knowledge of federal, state and local laws and ordinances governing local police work. Considerable knowledge of investigative techniques and methods. Ability to work with some degree of independence; execute difficult oral and written directions; prepare clear and comprehensive reports; react quickly and calmly in emergency situations; execute duties firmly, tactfully and impartially. Skills in the use and care of firearms and in the operation of motor vehicles, electronic surveillance equipment and computer operations and applications necessary for successful job performance. Ability to establish and maintain effective working relationships with other employees, other law enforcement officers and the general public.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and successful completion of 45 quarter hours or 30 semester hours of college; or one year of full-time law enforcement work in a sworn capacity, or one year of active full-time military experience; or active reserve military experience with at least one year of deployment; or one year full-time as a correctional officer; or one year as a Community Service Technician with the Tallahassee Police Department or an equivalent combination of training and experience.

Necessary Special Requirements

Must be at least 21 years of age and a citizen of the United States, with no pending criminal charges.

Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission; or must have completed a law enforcement

basic recruit curriculum in the State of Florida and must pass the State of Florida's law enforcement certification examination within thirty days of appointment.

Must have no convictions for any felony, perjury, false statement, or domestic violence. Must have no DUI convictions within seven years of application. Other arrest histories are reviewed on a case-by-case basis.

Visual ability must be correctable to 20/20 in each eye with normal color distinction and depth perception.

Must reside within a 50-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, at the time of appointment.

Must possess a valid Class E State driver's license.

Must truthfully complete the City Employment Application and the TPD Personal History Statement. Must pass a thorough background investigation, written exercise, oral board, and drug, medical and psychological screening. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination Prior to an employment offer being made. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant.

Must successfully complete a drug history review: no use of marijuana within one year of application; no use of any other drugs, including anabolic steroids, within seven years of application; no sale, distribution, manufacture, or transportation of any illegal drugs as defined by F.S. 893.03; no use of prescription medication or other legally obtainable controlled substance in a manner for which it was not intended within three years of application.

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